

# Risk Management Policy



October 2018

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## Purpose

The purpose of this policy is to provide a framework for the identification or control of risks associated with the Northcote Junior Football Club's activities and thereby provide a safe environment for all players, volunteers and spectators,, support the achievement of strategic objectives, and ensure financial sustainability.

## Background

Northcote Junior Football Club (NJFC) is a volunteer-run community club that relies heavily on the contribution of parents as Committee Members, Coaches, Team Managers, and other on-field and off-field volunteers. We therefore need to consider this broad range of groups in providing a safe environment for all participants.

Northcote Junior Football Club has made a Commitment to Child Safety that provides an overarching influence on all governance, management and operational policies and guidelines:

## Scope

The policy applies to all NJFC activities. It forms part of the NJFC governance framework and applies to all players, volunteers and parents.

The successful implementation of this Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation.

## Definitions

**Hazard:** A situation or thing that could cause harm or damage to humans, property or the environment.

**Risk:** The probability that exposure to a hazard will cause a negative consequence.

**Incident:** A specific occurrence of injury or harm.

## Risk Management

Risks are inherent in all aspects of Australian Rules Football and the Northcote Junior Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Northcote Junior Football Club is committed to managing risk using a systematic approach to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization. This approach is to include:

- Hazard identification
- Reporting and analysis of risk
- Development and maintenance of a risk register
- Development and implementation of plans and strategies to address risks
- Promotion of and adequate support for risk management practices throughout the Club
- Minimising the cost of insurance claims and premiums
- Protecting the Club's corporate image as a professional, responsible and ethical organisation

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### Risk Categories

The key categories of risks associated with the football club's activities include:

- Child Safety
- Public & Professional Liability
- Occupational Health & Safety
- Financial Management
- Organisational Management
- Operational practices

### Risk Identification and Review

The club committee will consider the identification and management of risks as a part of its ongoing function of managing the club.

Periodically the Committee will review existing risks, identify emerging risk, and develop a strategy for managing each risk. The committee will be encourage to seek input into identifying risks from officials coaches, team manager and members.

The effectiveness of the strategies described in the Risk Register will be evaluated against the number of incidents occurring, and the Risk Rating of each Hazard may be updated accordingly.

### Risk Register

A risk register will be maintained to record all identified risks, rating of their severity and controls in place, or planned to be in place to manage those risks. The risk register will be maintained by the President.

### Risk Assessments

Risk within the Risk Register are categorised according to both likelihood of occurrence (rare, unlikely, possible, likely, almost certain) and severity of impact (negligible, minor, moderate, major, severe). These are then evaluated using a risk assessment matrix and allocated a corresponding risk rating (low, medium, high).

		Impact				
		Negligible	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Moderate	Moderate	High	High	Very High
	Likely	Low	Moderate	Moderate	High	Very High
	Unlikely	Low	Low	Moderate	Moderate	High
	Rare	Low	Low	Low	Moderate	Moderate

Appropriate plans are put in place according to the risk rating:

**Very high:** Immediate action to mitigate the risk is necessary. Risk treatment plans must be established, implemented and incorporated into management and operational processes ASAP but no later than within 3 months. Ongoing monitoring of risk and progress of risk response or treatment plans is required.

**High:** Mitigation of the risk is mandatory. Risk treatment plans must be established, implemented and incorporated into operational processes within 6 months. Ongoing monitoring of risk and progress of risk response or treatment plans is required.

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**Medium:** Mitigation of the risk is dependent on an analysis of the time and effort involved in implementation of risk reduction measures and any corresponding reduction in risk. Risk should be regularly monitored in conjunction with a review of the effectiveness of existing controls. Further management measures / controls may be considered, if resources permit.

**Low:** Significant management effort should not be directed towards these risks. Risk can be managed by routine controls and procedures. Risk should be monitored periodically in conjunction with a review of the effectiveness of existing controls.

### **Safe Operating Procedures**

Strategies to address the identified risks will be incorporated into operational procedures, such as guidelines for Coaches, Team Managers or other club officials.